

**Job Description – HR Administrator**

|  |  |
| --- | --- |
| Responsible to | Human Resources Manager |
| Salary | Fixed (SCP 8) £19,945 (full time equivalent) |
| Hours per week | 14 hours per week (Working Thursday and Friday) |
| Annual Leave per annum | 25 days (rising to 30 days after 5 years) |
| Main base | Group Services |
| Contract | Permanent |
| Level of DBS check | N/A |

|  |
| --- |
| Main aims of the post |
| Working closely with the HR Manager and HR Officer you will support and organise the administrative functions of the HR team.  In order to facilitate the smooth running of the business and the retention of relevant data and information, you will provide comprehensive HR administration to ensure a high quality service is provided to all services and employees across the Big Life group.  You will be responsible for the inputting of data into the HR database ensuring that it is accurate and timely in order to support people management across the Big Life group. |

|  |
| --- |
| Main duties of the post |
| 1. To be the first point of contact for all HR database related queries |
| 1. To ensure that all data and documentation on the HR database is up to date and accurate for all service areas |
| 1. To set up new users, posts and work patterns centrally for all services |
| 1. To troubleshoot HR database problems and seek further advice where necessary |
| 1. To assist with audits of staff information and data stored on the database |
| 1. To produce HR reports from the database as required |
| 1. To process new starters, leavers and movers on the HR database, training platform, ensuring all required documentation is provided by managers |
| 1. Work with the HR officer to support line managers through the new starter process |
| 1. Support the recruitment process, adding job vacancies on to the recruitment portal and supporting managers to utilise the system. |
| 1. To work within quality standards ensuring all HR documentation is created within the ISO framework |
| 1. To collate, analyse and disseminate data and information as required |
| 1. To ensure information and data is kept updated and stored securely in line with data protection and confidentiality procedures |
| 1. To direct communication as necessary, by phone, e-mail or face to face |
| 1. Carry out any other reasonable administrative duties as required |

|  |
| --- |
| General work related expectations |
| 1. To work within the Big Life group’s values ethos and vision |
| 1. To contribute to the development of the Big Life group |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding |
| 1. To commit to own personal development and attend training or development activities as required |
| 1. To work in accordance with all relevant legislation |
| 1. To undergo regular supervision and at least an annual appraisal |
| 1. To undertake any other duties as required, and as appropriate to the post |



**Person Specification – HR Administrator**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

|  |  |
| --- | --- |
| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of working within a fast paced office environment | A/I |
| 1. Previous experience of database administration | A/I |
| 1. Previous experience of human resources administration | A/I |
| **2. Skills** |  |
| 1. Excellent IT skills, including Word packages and databases | A/I |
| 1. Ability to build effective relationships and communicate with a diverse range of managers and employees across the group | A/I |
| 1. An understanding and proven application of a high standard of customer service | A/I |
| 1. Organisational skills and the ability to work under competing demands | A/I |
| 1. A logical and systems thinker who works in a methodical way | A/I |
| 1. Attention to detail | A/I |
| **3.Knowledge** |  |
| 1. An understanding of databases and their application | A/I |
| 1. Knowledge of UK employment law | A/I |
| 1. Knowledge of HR processes | A/I |
| **4.Education – qualifications required for this post** |  |
| 1. GCSE maths or equivalent | A/I |
| 1. Willingness to extend professional skills and knowledge through active involvement in self development | A/I |
| **5. Personal** |  |
| 1. Ability to demonstrate a professional, confident and positive ‘can do’ attitude | A/I |
| 1. Ability to work confidentially and sensitively at all times |  |
| 1. Personal resilience and flexible attitude in the face of difficulties | A/I |
| 1. Reliability, integrity and trust |  |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience | A/I |